

Mass Packaging-042408

1.	Navigate: Financial Aid > Awards > Mass Packaging
2.	Step 1: click the Select Students link.
3.	You need a Run Control ID for this process. Either select an existing Run Control ID or create a new one for this process. To create a new one, click the Add a New Value tab. Enter a name for the new Run Control ID . Click Add .
4.	Make sure the correct Institution and Aid Year are entered. Click the look up button on the Query Definition field.
5.	Select the correct Query Definition from the list. The Query Definition defines the criteria for the student selection.
6.	Click Run .
7.	Click OK .
8.	Click the Process Monitor link.
9.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
10.	By clicking the Details link, you can view messages concerning the process.
11.	A better way to view the results of the Select Student process is to use View Results by Students .
12.	Make sure you have the correct Institution and Aid Year entered. Click Search .
13.	The Mass Packaging by Students page lists all the students who were selected by the Select Students process. You can change the Process Status for any of these students or completely remove a student from the list by clicking the delete row button (the minus button at the far right of each row).
14.	Step 2: click the Assign Plans link.
15.	Once again, you need a Run Control ID for this process. Either use an existing Run Control ID , or create a new one.
16.	Select the correct Query Definition .
17.	In the Packaging Plan Parameters section of the page, you list all the packaging plans you want to process, one row per plan. For each row, select the appropriate Career .
18.	Pull down the Plan ID list to see all the packaging plans.
19.	Select a plan from the list.
20.	The Sort Field and Asc and Dsc buttons determine the order in which students are processed for this packaging plan. For example, if you select Fed. EFC as the sort field, and use Ascending sort order, the student with the lowest federal EFC is processed first, and so on.
21.	Select a sort field from the list. Select either Asc or Dsc.
22.	To add another packaging plan to assign, click the Add a New Row button.

23.	As before, select the Career, Plan ID and Sort Field for the new row.
24.	When you have added all the packaging plans you want to assign to the selected students, click Run .
25.	Click OK .
26.	Click the Process Monitor link.
27.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
28.	To view the results of the Assign Plans process, click the View Results by Plan link.
29.	Step 3: Package the students. Click the Process Mass Packaging link.
30.	Use an existing Run Control ID or create one for this process.
31.	As you did for the other steps, select the Query Definition .
32.	<p>The Simulation radio button lets you apply the assigned packaging plans to the selected students without actually posting the awards. In other words, it packages and validates, but does not post.</p> <p>Using Simulation means you can package and then check the correctness of your packaging process without posting. You can adjust the packaging plans and run again in Simulation until you are satisfied that everything is working correctly.</p> <p>Once you are ready to post, rerun the Mass Packaging process with the Live button selected.</p>
33.	Click Run .
34.	Click OK .
35.	Click the Process Monitor link.
36.	Click Refresh until the process is successful and posted.
37.	To see the results of the Mass Packaging process, click the View Mass Packaging Details link.
38.	Enter search criteria and click Search .
39.	Each Mass Packaging run is assigned a Batch Sequence Number. The batches are listed by packaging plan. Select one of the packaging plans in the latest batch.
40.	There is one row for each student packaged using this packaging plan.
41.	To see another student, click the Show Next Row button.
42.	To see the awards for this student, click the Awards Detail tab.
43.	Click the Message links to see why the student was not assigned certain awards.
44.	When you are satisfied that the packaging worked correctly, rerun the Mass Packaging process using the Live option. This will ensure that the students' awards will be posted.
45.	End of Procedure.